

## CITY ACCOUNTANT – 1461

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical work assisting with billing, collection, accounts payable, and customer service activities; supervises billing and accounts payable; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Supervises billing and accounts payable activities; assists with preparing journal entries; posts to general ledger; maintains records and files; and prepares reports.**

Prepares end of fiscal year audit schedules for auditors;

Plans, directs, coordinates and reviews the work plan for subordinate coworkers; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with subordinate coworkers to identify and resolve problems;

Assist in reviews and corrections of all subsidiary journal entries to general ledger from billing, accounts payable, purchasing and inventory and miscellaneous billing; verifies accuracy of detail in journals and posts to proper accounts;

Prepares monthly utility tax reports, sales and use tax reports, payroll quarterly reports, and various other periodic reports;

Responsible for assigned services and activities within Finance Department including billing and accounts payable; serves as back up for each as needed;

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;

Monitors and evaluates for efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels;

Maintains departmental files;

Provides office and administrative assistance to Finance Director;

Processes miscellaneous billing such as solid waste collection and bulk water sales;

Coordinates miscellaneous office functions between various departments and/or divisions;

Performs related tasks as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; thorough knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines and some typing; ability to establish and maintain effective working relationships with associates.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited two-year college and several years experience in general office work or other accounting work.